North Central Regional Transit District (NCRTD)
Resolution 2016-10

A RESOLUTION AUTHORIZING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT TO APPLY FOR FEDERAL FUNDING THROUGH THE FFY2016 INCLUSIVE PLANNING IMPACT GRANT PROGRAM FOR INCLUSIVE PLANNING FOR SENIORS AND THE DISABLED

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004;

WHEREAS, the U.S Administration for Community Living in partnership with the FTA, and administered by the Community Transportation Association of America (CTAA), in partnership with Easter Seals, the National Association of Area Agencies on Aging (n4a) and Westat issued a notice for funding availability for the FFY2016 Inclusive Planning Impact grant program on January 6, 2016; and

WHEREAS, applications for consideration under the 2016 Inclusive Planning Impact grant program are due March 18, 2016; and

WHEREAS, upon selection to receive Inclusive Planning Impact FFY2016 funds, the NCRTD is committed to provide non-monetary in-kind service (where able) to support the grant award (maximum award amount of $86,000); and

WHEREAS, NCRTD will utilize a grant-specific focus group connected to the (New Mexico) Long Term and Aging Services Statewide Advisory Committee; and

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the request for NCRTD Board authorization and support of Staff submitting for a FFY2016 Inclusive Planning Impact grant to fund inclusive planning for Seniors and the Disabled.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 4th DAY OF MARCH, 2016.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, NCRTD Legal Counsel

NCRTD OFFICIAL DOCUMENT

Strengthening Inclusive Coordinated Transportation Partnerships To Promote Community Living

Funded by the U.S. Administration for Community Living and Managed in Partnership with the Federal Transit Administration
Administered by the Community Transportation Association of America (CTAA)
In Partnership with Easter Seals, the National Association of Area Agencies on Aging (n4a) and Westat

Funding Opportunity: Inclusive Planning Impact Grants

Request for Proposals

Application Due Date: March 18, 2016

Purpose	Funding Amount	Qualified Applicants
This funding opportunity is intended to build on the work of three years by supporting inclusive planning grants in up to eight communities. The new grants will be expected to develop strategies that build upon the lessons learned from the seven Round 2 grantees (see **Attachment A: Lessons Learned about Improving Inclusive Coordinated Transportation Planning**; Case Studies/Lessons Learned, http://transitplanning4all.org).	Grants of up to $86,000 each will be awarded to as many as eight communities for a twelve month period.	• Only nonprofit organizations or government agencies may apply. • Applicants must have in place by the time the application is submitted an inclusive transportation partnership as defined below (see page 5). NOTE: See pages 6-7 for details on Qualified Applicants; and pages 8-10 for guidance to prospective applicants on building an inclusive partnership prior to application submission. *The seven Round 2 Grantees are not eligible to apply.

Strengthening Inclusive Coordinated Transportation Partnerships To Promote Community Living

Funded by the U.S. Administration for Community Living and Managed in Partnership with the Federal Transit Administration
Administered by the Community Transportation Association of America (CTAA)
In Partnership with Easter Seals, the National Association of Area Agencies on Aging (n4a) and Westat

Inclusive Planning Impact Grants
Request for Proposals

Purpose
The purpose of this funding opportunity is to encourage development of an inclusive coordinated transportation system in which people with disabilities and older adults actively participate in both advisory and decision-making capacities. While the intention is first and foremost the development of inclusionary processes and plans, the secondary expectation is that inclusion will result in identifiable and measurable changes in the transportation system that respond to the needs and preferences of older adults and people with disabilities.

CTAA, with financial support from ACL and in collaboration with other federal and national partners, is making available grants of **up to $86,000 each for up to 8 organizations for a twelve month period**. The new grants are expected to adopt inclusive strategies that build upon learning from the last three years. This learning has been documented in the lessons learned garnered from the seven Round 2 Inclusive Coordinated Transportation (ICT) grants funded under this national project (see **Attachment A: Lessons Learned about Improving Inclusive Coordinated Transportation Planning** and Case Studies/Lessons Learned posted at www.transitplanning4all.org). The grants also will test the Inclusive Coordinated Transportation Planning Toolkit (currently in development but expected to be available at the start of this grant program). The Toolkit will further document the strategies utilized by the seven Round 2 grantees and provide additional guidance on inclusive planning.

Priority Areas
Funded grants will be required to focus their inclusive work on one of three issues that are closely associated with the need for transportation: access to health care; access to jobs; and integration in the community.

- **Access to health care** means that transportation is available and accessible to older adults and people with disabilities living in the community to enable them to keep medical appointments; to access specialized care if needed, including behavioral health treatment; and to receive routine or recurring health care services such as hemodialysis or cancer treatments. (FTA's Rides to Wellness grants focus on increasing access to health care: http://nationalcenterformobilitymanagement.org/rides-to-wellness-home/)
- **Access to jobs** means that community transportation supports the ability of people of all ages and disabilities to get to job training, job interviews, work locations and volunteer sites.
- **Integration in the community** means that community transportation is available and accessible to people with disabilities and older adults to maintain connections to the community, including keeping medical and other essential appointments, going shopping, participating in educational and cultural events, engaging in social or religious activities, and visiting family and friends.

As stated above, the primary issue to be tested in these grants is whether or to what extent the inclusion of older adults and people with disabilities in planning and implementing community transportation services contributes to better outcomes for the target audiences, including in particular, better access to health care, better access to jobs or better integration in the community. By the end of the grant period, grantees will be required to show how their activities are moving toward the achievement of this ultimate goal.

Background

The Administration for Community Living (ACL) has as its mission to maximize health, well-being, and independence for people with disabilities, including people with intellectual and developmental disabilities and people with physical disabilities, and older adults and their families and caregivers, by advancing policies, services, and supports so that people live with dignity, make their own choices, and participate fully in society. The Administration for Community Living, in close coordination with the Federal Transit Administration, has funded the Community Transportation Association of America (CTAA) and partners, Easter Seals, the National Association of Area Agencies on Aging (n4a) and Westat, to conduct a research and demonstration program to identify, fully describe and test strategies for involving older adults and people with disabilities, including people with intellectual and developmental disabilities and/or physical disabilities, in the design and implementation of coordinated transportation systems in ways that successfully make those systems responsive to their needs.

From the beginning, the national project partners have engaged in a number of activities designed to raise awareness and educate the aging, disability and transportation networks about our work to infuse inclusive practices into coordinated transportation

program planning, design, service delivery and oversight. In addition to funding the three rounds of grants, the national partners:

- Conducted an **environmental scan** which identified state, regional and community efforts that have successfully empowered people with disabilities and older adults to be actively involved in the planning, design and implementation of coordinated transportation systems;
- Developed a **national knowledge sharing network** consisting of local and national experts, including professionals and participants, with experience in initiatives and systems that have successfully empowered older adults and people with disabilities in creating and evaluating coordinated transportation systems;
- Designed and implemented an **evaluation and continuous improvement process, including annual evaluation reports**; and
- Developed **case studies** and other materials documenting the work of seven Round 2 grants to implement inclusive coordinated transportation systems in their communities.

An online **Inclusive Coordinated Transportation Tool Kit** and a **Knowledge Sharing Learning Collaborative** will soon be available to guide the work of the new grantees and support widespread education and training on inclusive practices.

The first round of funding awarded under this national project supported seventeen grants. In round two, seven grants were selected from among the original seventeen. Subsequently, the seven grants were awarded a third year of funding. Together, the seven grants have developed inclusive strategies that have made a difference in their communities, both in terms of expanding inclusiveness (through increasing the meaningful engagement of older adults, people with disabilities and key coordinated transportation partners in coordinated transportation planning) and making changes in their transportation systems in response to feedback and recommendations that emerged from inclusive planning. The experiences of the seven Round 2 grantees are detailed in the case studies and evaluation reports posted on the national project website, www.transitplanning4all.org. **Attachment A: Lessons Learned about Improving Inclusive Coordinated Transportation Planning** is based on the lessons learned identified by the grantees. The seven Round 2 grantees are critical players in helping to further inclusive coordinated transportation planning and are part of the **National Knowledge Sharing Network**, which also includes professionals and participants with knowledge and expertise in inclusive coordinated transportation planning.

Definitions
The definitions of key terms used in this grant solicitation should guide applicants in developing their applications.

Coordinated Transportation Partners include key organizations, government agencies, providers and groups involved in funding, designing, developing, managing,

providing and/or overseeing community transportation programs that are committed to inclusive coordinated transportation planning and willing to be actively engaged in the proposed grant.

Coordinated Transportation System brings together a range of transportation modes (e.g., volunteer driver programs, transit), services (e.g., travel training, mobility management) and providers (e.g., public transit, human services transportation providers) for the purpose of improving access to rides for the entire community. A coordinated transportation system is typically a work in progress moving toward a shared but not yet fully realized goal. Coordinated transportation systems may exist in local communities, a region of the state or even statewide. Coordinated transportation systems are likely to vary from place to place in terms of scope, activities, partnering organizations and level of participant involvement.

Inclusive Coordinated Transportation (ICT) Partnership* (for purposes of this application) includes a group of participants and stakeholders (as defined in this RFP) that have been involved in the preliminary work required to develop an application in response to this solicitation. The ICT Partnership must participate in the development of the response to this RFP; be committed as a group to inclusive coordinated transportation planning; and will be actively engaged in the proposed grant if funded.

- To reduce duplication among transportation services;
- To increase the efficient delivery of such services;
- To expand transportation access for older adults and people with disabilities of all ages, including people with intellectual and developmental disabilities;
- To increase ridership;
- To ensure coordination between human services organizations, government agencies and other organizations serving older adults and people with disabilities and transportation service providers.

Learning Collaborative is a participant-centric, team-based system of generating and sharing knowledge, solving problems and addressing issues, and creating supports across a diverse range of individuals and organizations. Learning Collaborative members include the national project team, the seven Round 2 ICT grantees, the new grantee teams and a participant advisory committee comprised of individuals with disabilities and older adults involved in the seven Round 2 grants and the new grants. This vibrant community of knowledge leaders will share information and learning to strengthen inclusive coordinated transportation practices, using multi-modal and universally designed information exchange forums such as webinars and teleconferences.

Participants include older adults and people with disabilities, including people with intellectual and developmental disabilities, whether current riders or non-users of transportation services, who must be involved in meaningful ways from the beginning as

grant proposals are developed and in grant implementation. Participants will serve as key advisers and informants, information resources and decision-makers who are empowered to act independently and exert influence on key decisions, activities and the outcomes of the proposed grants.

Peer Learning Facilitator/Mentor: Former Inclusive Coordinated Transportation (ICT) grantees and previous members of the Knowledge Sharing Network who share their knowledge, including specialized knowledge on specific topics, and participate with new grantees as part of the ICT Partnership Project Learning Collaborative.

Project Liaison is assigned to each grantee and represents one of the three partner organizations in this national project: the Community Transportation Association of America (CTAA), Easter Seals or the National Association of Area Agencies on Aging (n4a). The assigned Liaison is the first point of contact for the grantee; works with the evaluator and the grantee to finalize the grant's performance measures; checks-in at least monthly with the grantee and ensures that national project partners are informed of grantee progress; assists with reporting; fields information questions and technical assistance requests to ensure the grantee receives the best response and assistance on substantive issues that arise; and coordinates with any Round 2 grantee mentor assigned to the grantee.

Stakeholders include any person or organization with an interest or involvement in inclusive coordinated transportation planning, program development or oversight. Stakeholders include participants and coordinated transportation partners (as defined), as well as older adults and people with disabilities who may benefit from the work of inclusive coordinated transportation planning but who are not engaged in the process or are minimally involved, such as attendees at public forums, responders to surveys or participants in focus group discussions.

Qualified Applicants

Applicants for this funding opportunity must meet both criteria specified below. **The seven Round 2 grantees are not eligible to apply.**

1. **Applicants must be either a nonprofit organization or a governmental agency**, which may include county or city government agencies, regional planning organizations, councils of government and Tribal Nations that are involved in the administration, delivery or coordination of transportation, aging and/or disability services.
   *For profit organizations are not eligible as primary applicants for these grant funds, but applicants may partner with appropriate for profit transportation, aging or disability providers.

2. **By the time the application is submitted, applicants must have in place an Inclusive Transportation Partnership.**
   - If an Inclusive Transportation Partnership does not yet exist in the community, prospective applicants must begin to build an inclusive partnership prior to submission of the application and document in the application how people with disabilities and older adults were actively involved in developing the application and how they will be included in the project. Applicants may build an inclusive coordinated transportation partnership on the foundation of an existing partnership group but must provide evidence to show how the group will be modified to ensure the active inclusion of older adults and people with disabilities.
   - If an Inclusive Transportation Partnership already exists in the community, applicants must document in the application how older adults and people with disabilities were engaged in application development and describe how the active inclusion of people with disabilities and older adults will be enhanced through the grant.

Participant Engagement

Participants – people with disabilities and older adults, whether current riders or non-users of transportation services – must be involved in meaningful ways from the inception of the inclusive coordinated transportation grant (as described throughout this request for proposals). Participants will serve as key advisors and informants, information resources and decision-makers who are empowered to act independently and exert influence on key decisions, activities and the outcomes of the proposed grant.

Grantees are expected to engage participants in meaningful and diverse ways that have the potential to influence grant activities. Participants will be members of the ICT Learning Collaborative and will be expected to collaborate with their peers on the **Participant Advisory Committee**. The committee, comprised of former and current participants, is the forum for individuals with disabilities and older adults to provide guidance to the national project team and to ICT grantees. It is anticipated that the participant advisory committee will have periodic conference calls and be invited to share their expertise through webinars and teleconferences throughout the duration of the grant.

It is our belief that meaningful participant involvement ensures greater responsiveness to the needs of people with disabilities and older adults and results in improved planning, design and operation of coordinated transportation systems. The work of the past three years by the seven Round 2 grantees supported by this national project

bolsters this notion (see individual case studies/lessons learned and evaluation reports posted at www.transitplanning4all.org). Applicants are directed to **Attachment B: Ladders of Inclusion** for guidance.

Involvement of Coordinated Transportation Partners

Applicants must demonstrate that agencies/organizations representing aging, disability and transportation are involved in the coordinated transportation systems planning grant. Involvement must be evidenced by a letter of commitment and involvement in specific work plan tasks as indicated in the grant application. The applicant must include the local area primary transportation provider in the planning process, if available. If that local entity is not involved, the applicant must provide justification for selection of an alternative transportation partner, including documentation of efforts to obtain the primary transportation provider's participation.

Contact Person

For all questions related to this invitation and the application process, please contact: *Virginia Dize at the National Association of Area Agencies on Aging* (vdize@n4a.org; 202-719-8889).

Funding

As many as eight (8) Inclusive Coordinated Transportation Partnership Grants, in the amount of $86,000 or less each, will be awarded for a period not to exceed 12 months. Grantee payments will be made on a monthly basis. Funds may be used for items such as: personnel costs; travel; consultants and meeting costs, including the costs of transporting participants to attend meetings or participate in focus groups. In no case may grant funds be used to purchase or lease vehicles or any other equipment.

Funds will be awarded in two phases, with the first 50% of funds (up to $43,000) awarded for the grant cycle that begins on May 1 and ends on October 31, 2016. Funding for the second phase of these grants is contingent on the availability of additional funds to support this national project after October 31, 2016.

Geographic Diversity

We plan to award grants to areas that represent geographic diversity, in terms of different areas of the country (e.g., Midwest, Southeast), as well as a mix of rural, urban, suburban and mixed (e.g., rural/urban, suburban/urban) areas.

Pre-Application Requirements

Prior to submitting an application for this funding opportunity, prospective applicants are expected to have done preliminary work in support of inclusive coordinated transportation and to have experience working with a diverse group of participants and

coordinated transportation partners. People with disabilities and older adults must be part of the grant application development team. Evidence of preliminary work to strengthen participant engagement during the grant application process must be presented as part of the application, including activities such as those listed below. The application must demonstrate specific input provided by older adults and people with disabilities and discuss how such input was obtained and will be infused in the grant.

During the process of creating their application, applicants must build an Inclusive Transportation Partnership or strengthen and build on an existing Inclusive Transportation Partnership as defined above. An existing transportation partnership may be modified to ensure the active, meaningful inclusion of older adults and people with disabilities. At the time the application is submitted, a fully functioning Inclusive Coordinated Transportation Partnership consisting of older adults, people with a range of disabilities and coordinated transportation partners must be in place. Individuals with disabilities and older adults are expected to contribute to development of the application, and be committed to working with the lead agency and inclusive transportation partners to implement the proposed grant.

Since the application must identify the specific issue on which the grant will focus, please identify the missing information/knowledge gaps regarding the current transportation system, the degree to which current services meet the needs and preferences of the target population, and potential solutions. It is appropriate to include additional outreach and information collection activities in the grant proposal in order to fill in identified information gaps.

Goals and action steps to be addressed in the proposed grant must be identified through a consensus process among the participants and coordinated transportation partners to be involved in the grant. The application development process is intended to lay a foundation for the proposed grant through the engagement and commitment of participants and stakeholders in moving the community forward to address transportation for all.

Grant applicants are required to undertake, and document in the grant application, some or all of the following activities in the process of developing their application.

- Documentation of efforts to identify and engage people with disabilities and older adults in development of the grant application and plans to meaningfully engage participants in planned grant activities.
- Documentation of outreach to organizations that serve the human services, social and transportation needs of older adults and people with disabilities within the community that are committed to being involved in the proposed grant;
- Selection, through consensus of the Inclusive Coordinated Transportation Partnership, of the priority area on which the grant will focus: *access to health care; access to jobs;* or *integration in the community.*
- Conducting a series of focus groups, community forums and/or consumer surveys to engage older adults and people with disabilities who are current or

potential users of transportation services and gathering their feedback and recommendations for potential transportation improvements in their community;
- Identifying strengths and service gaps in the community's current transportation system through one or more of the above processes or through research (studies, surveys, reports) conducted during the past two years;
- Identifying the inclusive coordinated transportation planning strategy(ies) to be implemented by the applicant, based on strategies utilized by one or more of the seven ICT grantees and documented in Attachment A and in the case studies posted on www.transitplanning4all.org.

Use the **Ladders of Inclusion (Attachment B)** to facilitate an inclusive discussion of where the organization/planning group falls in terms of the types of inclusive practices currently in place and to identify where the organization/planning group expects to be at the conclusion of the grant. It should be noted that a community's current level of inclusion may encompass more than one "rung" of the **Ladder** since one program could have adopted highly inclusive practices (e.g., people with disabilities and older adults leading or sharing in decision-making responsibilities) while other community transportation programs may have a less inclusive approach. The applicant's preliminary work should be discussed in the application narrative, as described below.

Deliverables
Applicants who receive funding under this grant program are expected to use their funding to:

1. Develop, in collaboration with the assigned National Project Liaison and the Evaluator (WESTAT), an evaluation plan, including the identification of performance measures (outputs, outcomes, and customer satisfaction measures) and action steps that will be tracked throughout the grant period. Performance measures will include a mix of standard, mandated measures across all grants as well as a limited number of grantee-identified measures specific to each grant.
2. Develop and submit timely and complete monthly financial and program reports, using the reporting format mandated by the national project.
3. Document implementation of the adopted inclusive coordinated transportation strategy(ies) and develop two implementation reports (at 5 months and 9 months) following a format to be developed by the national project.
4. Participate in monthly All Grantees conference calls, make bi-monthly presentations about your grant and contribute to discussions regarding implementation and topics such as the meaning of inclusiveness and how to expand inclusive coordinated transportation planning.
5. Develop at least one webinar presentation about your grant during the grant year, focused on how people with disabilities and older adults are actively and meaningfully included and the impact of their involvement.
6. Engage in at least one activity each quarter with the Peer Learning Facilitator/Mentor assigned to your grant.
7. Develop a specific plan for sustaining inclusive coordinated transportation planning. The plan should address financial, personnel, operational and policy issues across

the organization that support inclusivity and sustain the engagement of people with disabilities and older adults in transportation planning.

Grantee Requirements and Support

Within two weeks of award notification, grantees will be required to submit a final work plan, a final "Inclusive Coordinated Transportation" grant description and a revised budget. Grantees will also be expected to submit monthly program and financial reports and a final Grant Plan. At the end of the grant period, grantees will be expected to complete a final report as well as a written, detailed and well-documented plan to ensure that inclusive transportation planning within the grantee community will be sustained after the grant-funded time period has concluded.

NOTE: Grantees should not assume that additional funding will be available to support activities beyond the twelve month period offered through this funding opportunity.

A Project Liaison (from CTAA, n4a or Easter Seals) will be assigned to each grant and will work closely with individual grantees to fully attain all deliverables (see **Definitions**, page 6 for additional information).

Grantees will be required to participate in (and include travel costs in their budgets to support attendance, as specified below) a face-to-face **Inclusive Planning Institute** early in the grant. The meeting will take place in Washington, DC and will bring the local teams together (including participants from each grant project) to further plan, learn from past grants and hear from other experts in the field. National Project partners will provide ongoing technical assistance, both one-on-one through monthly All Grantee calls. The Learning Collaborative will facilitate peer learning, bringing together the seven Round 2 grantees in their role as mentors and the new grantees. Reporting forms and guidance on the final report and grant plan for future work will be provided, including guidance on development, tracking progress and reporting on performance measures.

Grant recipients will be expected to share their practices at the national level through the Knowledge Sharing Network and other forums identified by the national partners.

Proposal Format and Submission

All proposals must be submitted using the Grant Application Form. Applicants must submit the application by email at transitplanning4all@ctaa.org. Applicants will receive notification that their application was received.

The application form may be downloaded and can be saved on your computer. The narrative must be double-spaced and in 12 point Arial font. The page limit for the narrative is 8 pages. The budget form may also be downloaded and saved on your computer.

All proposals must be submitted on-line or by email no later than 11:59 pm ET on March 18, 2016.

Proposals submitted after the due date and time or those that do not meet the format requirements will be deemed non-responsive.

A teleconference for interested applicants will be held on January 27, 2016 at 2 pm ET. Call toll-free: 866-906-9888; Passcode 2724141.

Minimum Requirements which must be met to be considered for funding:

ALL of the requirements listed below must be met in order for an application to be forwarded for complete review by the Review Committee.

1. Application must be received by the deadline.
2. Application must be submitted on-line using the Grant Application Form.
3. Application narrative must not exceed 8 pages, double-spaced, in 12 point Arial font.
4. Application must identify: (a) the selected priority area (i.e., access to healthcare, access to jobs, or integration in the community); and (b) the community's current level of inclusion (using the **Ladders of Inclusion**).
5. Grant budget must be submitted on Budget Narrative Worksheet.
6. Total grant funds requested cannot exceed $86,000.
7. A Qualified Organization must submit application.
8. A list of the participants (people with disabilities and older adults) who are actively engaged in the Inclusive Coordinated Transportation Partnership group and are committed to work on the proposed grant must be included.
9. Five letters of commitment – from at least 2 coordinated transportation partners (one of the letters must come from the local area primary transportation provider) and 3 key participants – must be included in the application. At a minimum, these individuals must also be actively involved in developing the grant application and their participation in the application process must be briefly described.

   Applications for funding must include a description of the involvement of, at a minimum, coordinated transportation partners and participants representing transportation (the local primary transportation provider, if available), aging and disability organizations and perspectives. Potential partners and participants may come from or be suggested by organizations such as, but not limited to: AARP chapters, Aging and Disability Resource Centers, local Arc chapters, Area Agencies on Aging, Centers for Independent Living, local Easter Seals Affiliates, local chapters of the National Federation for the Blind/American Federation for the Blind, local Paralyzed Veterans of America chapters, Protection and Advocacy organizations, State Developmental Disability Councils, University

Centers for Excellence in Developmental Disabilities or other appropriate university research centers, or other appropriate organizations. Participants who are riders and not affiliated with any organization must be included.

Screening and Review Process

Screening: All applications received will be screened to determine that the above Minimum Requirements have been met.

Incomplete or non-responsive proposals will not be considered. Only proposals that meet all of the **Minimum Requirements** specified above will be forwarded to the Review Committee.

Review Process: An independent Review Committee will evaluate the proposals based on the evaluation criteria specified below. It is anticipated that awards will be announced no later than June 1, 2016. Awards will be made through a competitive process to the most qualified applicants.

Evaluation Criteria

A. Grant Summary and Overall Approach	25 points
B. Involvement of Participants and Coordinated Transportation Partners	25 points
C. Outcomes	15 points
D. Sustainability	15 points
E. Organizational Capacity	15 points
F. Budget	5 points

A. Grant Summary and Overall Approach **(Value: 25 points)**

Applicants must develop a written, detailed and well-documented Grant Plan which builds upon past inclusive work with participants and includes a timetable for producing deliverables.

Applicants should:

- Describe the problem to be addressed by the proposed grant. Include the following:
  - Make the connection between the problem to be addressed and information gathered about the community's transportation needs and preferences and discuss the relationship between the problem and the selected priority area (i.e., *access to healthcare, access to jobs or*

integration in the community). Applicants are expected to use local data to support how they identified specific problems.

- Document past work in inclusive planning, transportation coordination, and engagement of participants as envisioned in this RFP and in materials available on the national project website, including but not limited to, the preliminary work done to develop the applicant's response to this RFP.
- Describe the consensus process used to select both the proposed priority area and the inclusive coordinated transportation planning strategy(ies) to be implemented in the proposed grant.
- Identify the community's current level of inclusion (by using the **Ladders of Inclusion**) and level of inclusion expected to be achieved at the end of the grant. Applicants are expected to detail how they determined their current level of inclusion.
- Discuss how the selected inclusive coordinated transportation planning strategy(ies) is likely to address the problem to be addressed and briefly detail the action steps that will be undertaken during the grant.
- Discuss how the selected inclusive coordinated transportation planning strategy(ies) will lead to increased inclusiveness by the end of the grant.
- Discuss specifically how the proposed grant will fulfill the overall purpose of the Grant - to assess and document the impact of inclusive coordinated transportation planning on the responsiveness of community transportation services to the needs and preferences of older adults and people with disabilities.
- Describe how technology will be used or integrated into proposed strategies to address inclusive transportation planning.
- Include a commitment to work to achieve all deliverables enumerated in this RFP.

B. Involvement of Participants and Coordinated Transportation Partners (Value: 25 points)

The active and meaningful participation of people with disabilities and older adults in the grant is the centerpiece of the Inclusive Coordinated Transportation Partnership Program. The primary participants and coordinated transportation partners who have been and will be involved in the grant should be identified and the specific activities in which they will be involved should be described. Applicants should discuss the value these particular participants and stakeholders bring to the table, how their past experiences (including during the pre-application process) will both prepare them to be involved in inclusive coordinated transportation planning and serve as a launching pad for increased engagement and commitment. Letters of commitment from at least 3 key participants and 2 key stakeholders who helped to develop the application must be attached. Discuss how a broad range of community participants, both current users and non-users of transportation services, will be encouraged to participate in the grant and the accommodations to be offered to ensure the broadest possible participation. Applicants should also describe how the proposed grant will address the following motivating factors identified through the Environmental Scan (see

www.transitplanning4all.org) to expand the participation and ensure meaningful engagement of people with disabilities and older adults:

- A sense of community involvement and volunteerism;
- Opportunities to influence transportation policy;
- Enhanced social networking and community connections;
- Development of a healthy environment.

The following are examples of how the grant might include participants in the implementation process. Applicants are encouraged to incorporate **one or more** of the following activities in their work plans in a manner that is fully accessible to older adults and people with disabilities of all ages:

(1) Create/enhance a participant/stakeholder advisory group to oversee and guide all planning activities;
(2) Conduct outreach (e.g., focus groups) to older adults and people with disabilities who are expected to be involved in, and benefit from, the coordinated transportation system;
(3) Convene one or more community meetings to ensure adequate participant/ stakeholder input and support for the preliminary Grant Plan; and/or
(4) Include the involvement of people with disabilities of all ages and older adults through paid employment and/or volunteer opportunities, including opportunities through various employment/internship programs

C. Outcomes **(Value15 points)**

Applicants should describe how they plan to quantify and assess the value of active and meaningful participant engagement and participation in the grant. Any available data indicating active participant involvement as well as previous work to address the selected focus area in past or current initiatives should be included in this section and discussed in relationship to expectations for this grant.

Outcomes include specific measures of program impact or results that can specifically and logically be attributed to the program. Examples include: the percent of transportation agencies in the community that support efforts to better serve the mobility needs of people with disabilities and older adults; evidence of sustainable change in the coordinated transportation planning process; planning participant (individuals with disabilities and/or older adults) satisfaction with the planning process and overall satisfaction with the transportation system; increased trip making by the target population.

Outputs are products or other numeric results of grant funded activities. Examples: number of focus groups held; number of surveys disseminated/returned; number of participants in community meetings; number of older adults and people with disabilities of all ages, including people with intellectual and developmental disabilities, involved in coordinated transportation system planning.

D. *Sustainability* **(Value 15 points)**

Since grant funding to support inclusive coordinated transportation partnerships is not likely to be provided after this twelve month grant, sustainability is a critical factor that must be considered and planned for from the beginning. Grantees should develop preliminary specific plans for sustaining inclusive coordinated transportation planning as part of the application focusing especially on how active, meaningful participation by people with disabilities and older adults will continue once the grant ends. During the grant period, the TransitPlanning4All national partners will work with funded grantees to identify opportunities for sustaining the engagement of older adults and people with disabilities in planning, development, operations and oversight of the community's transportation services, supporting employment and volunteer opportunities for people with disabilities and older adults and increasing awareness of reasonable accommodations. Products that promote sustainability include: development of participant job descriptions; changes in staff job descriptions that support inclusive practices; tools or procedures used to monitor or assess inclusive practices; policy changes that institutionalize inclusive practices, such as including participants on project management teams.

E. Organizational Capacity **(Value: 15 points)**

Applicants must provide evidence of the organization's capacity to undertake this planning and complete all required deliverables within one year. This may include:

- past successes in planning and grant management;
- experience in engaging participants as advisors and active participants in planning, program development, oversight, and quality assurance;
- leadership/participation in the community's coordinated transportation system, including participation in development of the coordinated transit-human services plan; and
- conditions (e.g., within the organization, local/regional coordinated transportation and the broader community) that indicate readiness to undertake this project.

F. Budget **(Value: 5 points)**

The budget is reasonable and supports planned activities. Page 2 of the Budget Narrative requests specific information regarding in-kind support to be provided by the applicant organization (e.g., supplementing staff salaries) and/or key partners. In-kind support may include providing staff support, free meeting space, meeting refreshments, postage, etc. In-kind support is encouraged but not required. Budget categories include personnel, meeting/training costs, travel, consultant fees and travel, other direct costs (e.g., telephone/fax, printing, office space) and indirect costs (with documentation regarding the indirect rate). Applicants must include funds in their budgets for travel costs for two persons, one of whom must be a participant (e.g., round-trip airfare, surface transportation, hotel costs of @ $175 per night for two nights, meals) to attend the Inclusive Planning Institute in Washington, DC.

Please note: Grant funds are provided to support inclusive coordinated transportation planning and development activities. Direct services may not be supported with grant funds, with the exception of using grant funds to transport individuals to advisory committee meetings, focus groups or other grant-sponsored events at which participation by older adults and people with disabilities is critical. In addition, vehicles or equipment of any kind may not be purchased or leased with grant funds.

Attachment A:

Lessons Learned about Improving Inclusive Coordinated Transportation Planning

Evolving to Inclusiveness

Inclusiveness is a philosophical and cultural shift within an organization that is facilitated by intentional thought and behaviors. Throughout the course of the Inclusive Coordinated Transportation Planning project, the national project team worked with demonstration grant recipients to document activities and capture learning that lead to successes in inclusion. The following are presented to help guide communities as they engage in their own inclusive planning activities. For more information on the current projects and more information on inclusiveness, go to the Transit Planning for All website at http://www.transitplanning4all.org/.

Communications

- Use a wide variety of communication vehicles to reach people with disabilities and older adults. Social media may work well with this population; however, each communication forum needs to be assessed regarding its accessibility.
- Ensure that the language and tone of communications is empowering, not patronizing.
- Use forums and communication channels sponsored by community organizations as an effective means of information exchange.
- Plan and be open to attending as many outreach events as possible to learn from participants directly what their needs are.
- Collect continuous feedback from stakeholders, including people with disabilities and older adults, rather than just collect feedback at particular time periods. This ongoing and sustained feedback is important to be able to make quick project and activity adjustments.
- Make sure to include input from people with disabilities and older adults when creating websites and brochures.
- Include phone numbers with materials, since many people with disabilities and older adults had indicated that they would be most apt to call for help so that they could reach a real person.
- It is vitally important to keep all partners informed and engaged as coordinated transportation planning moves forward.

Engagement

- Go beyond consulting with participants and include participants on the leadership team of the project. People may need support to actively engage in this role but it will provide a perspective you could not gain any other way.
- Tap into the passion and involvement of participants. These individuals can help identify new contacts and can enrich your project.
- Relate to the group you are trying to engage.
- You must listen for what engages people in order for people to continue to be a part of the process.
- Have transit planners, social and human service providers, and decision makers spend time to understand the journey and life experience of people with disabilities and older adults. This knowledge can enhance understanding of issues and identification of solutions.
- Include local universities/colleges, businesses, health care institutions, and senior housing authorities as a way to involve a diverse set of stakeholders in the inclusive transportation planning process.
- Build strong relationships with key stakeholders, especially the local government agencies.
- Know your community and which organizations are most critical for moving issues forward.
- Provide opportunities for open dialogue, community engagement, and an atmosphere that welcomes all ideas and suggestions are the most important factors for enhancing participant involvement in coordinated transportation planning.
- Acknowledge the contributions and perspectives of all of those involved.
- Provide opportunities for people with disabilities and older adults to have leadership opportunities in meetings and events.
- When working with people with disabilities or older people on a call or at a meeting it is very important to continually ask people, by name for their input if the group is small enough.

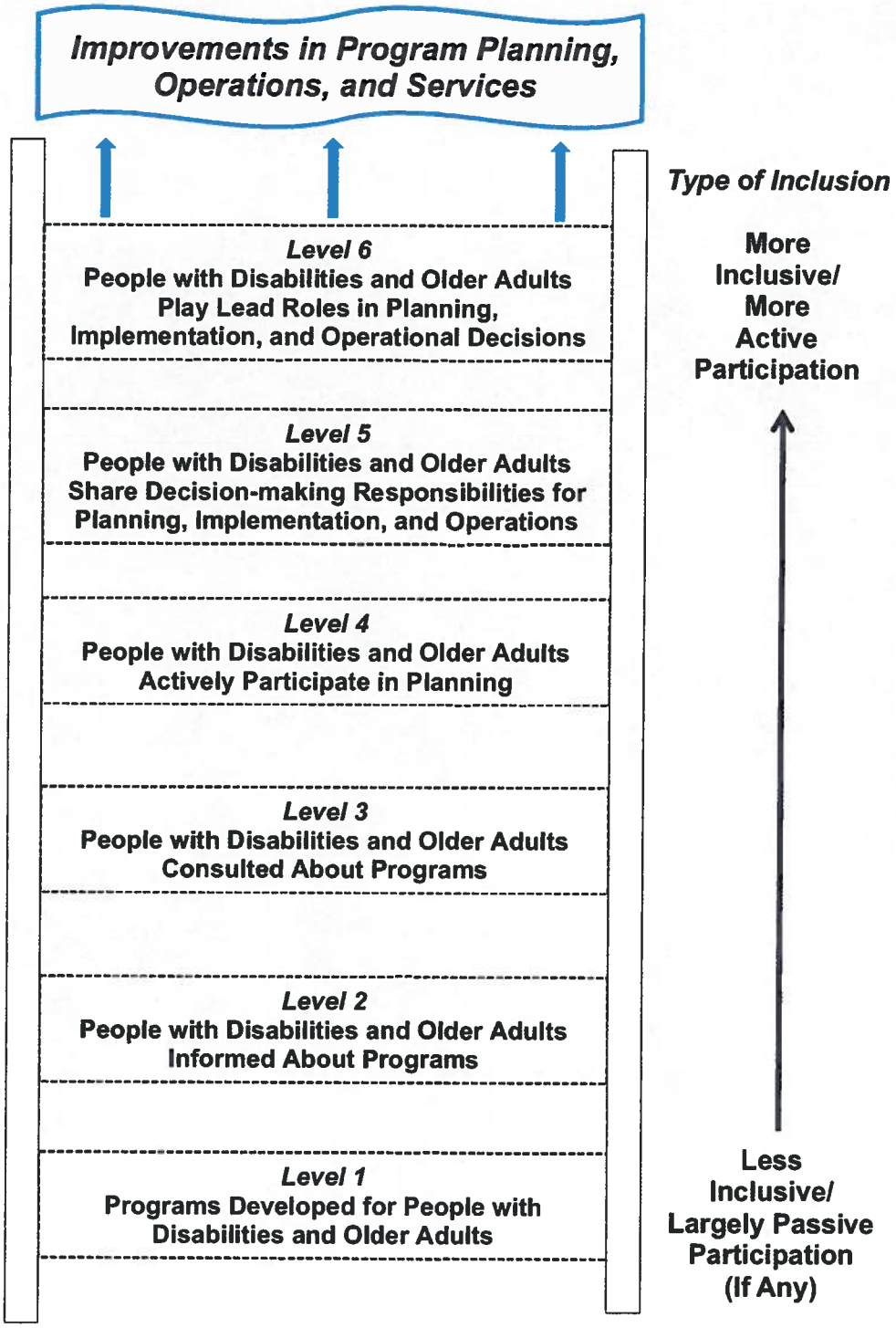
Expectations

- Initiating change requires perseverance.
- It takes time to build momentum.
- Avoid preconceived notions of what solution is "best" for older adults and/or persons with disabilities is effective in expanding opportunities and improving transit services for these populations.
- Don't assume that new partners completely understand inclusive processes. Be careful about the way you explain inclusionary process techniques. Most everyone has an "advisory" group that is their inclusionary committee.
- Establish the expectations from the community and steering committee members early in the process.

Practical Tips

- When including people with disabilities and older adults to participate on advisory committees make sure that these committee meetings are accessible.
- Conduct meetings on participants "home turf" whenever possible. Not making people travel creates better participation.
- Potential participants, whether seniors, people with disabilities or stakeholder organizations, must be educated about the transportation system and the coordinated planning process so they can fully understand the situation and contribute in a meaningful way.
- Creativity and flexibility are required to find ways to collect data.
- When meeting with potential partners, know why they are willing to meet. How does a project or system's activities affect them? Data and stories paint the best picture. Having someone share in their own words how the engagement process has affected them is the best way to tell the story.

Attachment B:
Ladder of Inclusion for People with Disabilities and Older Adults in Inclusionary Transportation Planning Partnerships*


Improvements in Program Planning, Operations, and Services
Level 6
People with Disabilities and Older Adults Play Lead Roles in Planning, Implementation, and Operational Decisions
Level 5
People with Disabilities and Older Adults Share Decision-making Responsibilities for Planning, Implementation, and Operations
Level 4
People with Disabilities and Older Adults Actively Participate in Planning
Level 3
People with Disabilities and Older Adults Consulted About Programs
Level 2
People with Disabilities and Older Adults Informed About Programs
Level 1
Programs Developed for People with Disabilities and Older Adults
Type of Inclusion
More Inclusive/ More Active Participation
Less Inclusive/ Largely Passive Participation (If Any)

* Inspired by Eight Rungs on the Ladder of Citizen Participation (http://lithgow-schmidt.dk/sherry-arnstein/ladder-of-citizen-participation.html).

Why Inclusive Coordinated Transportation Planning Is Important

Increased active and meaningful participation of people with disabilities and older adults in inclusive transportation planning, including but not limited to involvement in grant program leadership, can lead to policies, procedures, and services that reflect inclusive practices that may lead to improvements in program planning, operations, and services.

The goal of the Inclusive Coordination Transportation Planning Project is to enhance the level of inclusive transportation planning to better serve the needs of people with disabilities and older adults through active and meaningful involvement of these individuals to develop programs that better meet their needs and the needs of their peers.

How to Use the Ladder of Inclusion

The Ladder of Inclusion is an assessment tool that can enable communities to determine their current and desired status regarding including people with disabilities and older adults in program design, monitoring, and decision-making. Potential benefits of "moving up" the Ladder of Inclusion include improved program design, increased knowledge of staff and participants, greater support for program funding, better public relations, and greater program participant satisfaction because the viewpoints of people with disabilities and older adults are considered and acted upon.

Inclusiveness offers opportunities for engagement that range from passive involvement to people with disabilities and older adults playing leadership roles in the planning process. As you review the Ladder, you may conclude that your organization or planning group is at one level for some of your work on coordinated transportation and at another level for related work. This is expected. The Ladder is not intended to be an absolute diagnostic tool, but rather to encourage discussions about organizational philosophies and practices that support and enable the inclusion of older adults and people with disabilities. Ideally, people of all ages with a variety of disabilities, abilities, interests, and experiences will be meaningfully engaged in discussions and activities related to community transportation. How else can you ensure that programs and services are responsive to the needs of the people for whom programs and services are being developed?

In deciding where your organization/planning group fits on the Ladder for various types of practices, all groups, especially people with disabilities and older adults, should be given the opportunity to provide examples of practices that demonstrate inclusiveness or the lack thereof. The group should make decisions collectively through open discussion about major activities, approaches, and strategies to reveal the group's general approach to inclusiveness.

Once you have decided where your organization/planning group's practices fit on the Ladder for different types of activities and functions, it is important to revisit the issue on a regular basis to identify changes in inclusive practices over time. A consistent emphasis on and measurement of inclusive practices has the potential to encourage shared decision-making and responsibility, and can ultimately lead to opportunities for people with disabilities and older adults to assume leadership roles. In addition, careful monitoring of the extent of inclusion, changes over time, and program outcomes can ultimately link inclusionary practices to better program outcomes for people with disabilities and older adults.